

**PERSONAL LEAVE GRANT FOR CLASSIFIED EMPLOYEES**  
**October 1, 2004**

Unit Codes	# of Hours	Eligibility Requirements to receive "Full" Grant	Eligibility Requirements to Receive "Partial" Grant
<b>CLASSIFIED EMPLOYEES</b>			
A-02, A-31, H-21, L-32, T-01, Y-23, Y-50, Y-51, Y-98, Y-99	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
E-42	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1] <b>OR</b> [AC and has worked at least 80 hours during the pay period ending 10/9/04].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1] <b>OR</b> [AC and has worked less than 80 hours during the pay period ending 10/9/04].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
U-11, W-22, W-41	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/FTE=1].</li> <li>Employee status code of [AB], [AC], [AD or AP w/ FTE&lt;1], [AE] <b>AND</b> worked at least 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], or [AD or AP w/ FTE&lt;1] <b>AND</b> worked less than 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
C-12	8	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/FTE=1].</li> <li>Has completed 2,080 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Partial grants are not applicable in unit code C-12.</li> </ul>
<b>UNCLASSIFIED EMPLOYEES</b>			
Z-85, Z-86	16	<ul style="list-style-type: none"> <li>Employee status code of [AF w/ FTE=1].</li> <li>Has elected the Civil Service Benefits Option.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AF w/ FTE&lt;1].</li> <li>Has elected the Civil Service Benefits Option.</li> </ul>

Relevant Status Codes:

AA: Full-Time (Classified)  
AB: Part-Time (Classified)  
AC: Permanent Intermittent (Classified)  
AD: Limited Term (Classified)  
AE: Seasonal (Classified)  
AF: Unclassified  
AP: Worker's Compensation